

TO: Local District Commissioners, Medicaid Directors,

FROM: Betty Rice, Director
Division of Consumer and Local District Relations

SUBJECT: Elimination of the Personal Interview Requirement for Medicaid
Renewal (Recertification)

EFFECTIVE DATE: April 1, 2003

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The purpose of this GIS message is to advise social services districts of necessary actions as a result of implementation of several provisions of Chapter 1 of the Laws of 2002. As a result of this Legislation, the Department is eliminating the face-to-face interview requirement for Medicaid renewal, beginning April 1, 2003, and has developed a simplified renewal form to replace the LDSS 3174 for most Medicaid recipients. Local districts will be able to generate this form through the Client Notices Subsystem (CNS).

Districts may require recipients due for renewal to appear for a face-to-face interview only through March 31, 2003. On or after April 1, 2003 districts must allow recipients to renew without a face-to-face interview. Because the systems modifications necessary to generate the new form and instructions through CNS will not be available on the WMS production environment until March 24, 2003, districts may need to initially implement this policy using existing forms.

During this transition period, the following CNS codes can be used for individuals who were previously required to appear for an interview. These codes will allow an individual to renew using existing forms, without instructing the recipient to appear for an interview. Code Z34 (for community renewals) will generate the LDSS-3174 and instructions to return the form by a date provided by the district. Code Z39 (for individuals in chronic care) will generate the LDSS 4411 and instructions to return the form by a date provided by the district. For cases involving children under 19, Code Z41 should be used. This code will generate the DOH 4133 and provides the option to renew with a facilitated enroller, or call the local district for an appointment. In the event the parent/representative calls the district for an appointment, the district should inform the individual that an interview is no longer required and provide instructions for renewing by mail.

Individuals renewing for Family Health Plus are currently not required to appear for an interview. Code Z44 generates the DOH 4220 and should continue to be used for such individuals until the March migration.